

MEMO FOR THE RECORD:

Minimal Awards Meeting held Tuesday afternoon,
10 April 1962 in the Conference Room 5 E 60, Headquarters.

The meeting was chaired by [REDACTED]
Acting Chief, Plans Staff, [REDACTED] Executive
Secretary, and [REDACTED] attended.

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A total of 5 cases considered.

Approved - 4 Certificates of Appreciation

1 for a total of \$50.00 Cash

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CIA INTERNAL USE ONLY

Approved For Release 2000/09/08 : CIA-RDP80-00832A000300040002-8

Summary and Recommendation for the Chairman

SUGGESTION NO. 61-526: dated 7 June 1961

[REDACTED], GS-13, Intelligence Officer
OSI, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed an exhibit of books, monographs and articles, published in the open literature by Agency personnel to be assembled and suitably highlighted in the main library. The initial demonstration could be temporary. If warranted, a permanent repository could be set up in the library for perusal by interested persons on a continuing basis.

B. Summary of Evaluation

OSI commented "we generally favor this suggestion and believe that if an appropriate place, probably within the Library, can be made available for such a display, that the net result would be beneficial and desirable."

ORR has no objection to subject Employee Suggestion if restricted to CIA Library and R&S but questions other uses.

STATINTL

OCR in requesting DD/S approval for publication of Notice [REDACTED] dated 29 December 1961 noted "...with appropriate control, such a collection (or just a listing of titles) could serve a useful Agency public relations function or even have operational utility in a counter-propaganda environment.

STATINTL

On 3 April 1962, OCR reported the suggestion was adopted, a DD/S Notice [REDACTED] was circulated; very little happened.

Only 37 Agency authors have expressed an interest in contributing to a CIA Library exhibit or collection of Agency-authored publications. Of these, four cannot actually participate because of security considerations; two others no longer work for CIA; one is a contract employee. Of the remaining thirty authors who responded, only twenty-three identified publications which were published during Agency employment. The other seven mentioned only works which were published prior to the author's affiliation with CIA.

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It is the Library's conclusion that an exhibit or collection of the material received in response to [REDACTED] would not be truly representative of the considerable talent and range of interests characteristic of CIA personnel.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL

Approved [REDACTED]

Acting Chairman
Suggestion Awards Committee

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SUGGESTION NO. 62-105: (continued)

We consider that [REDACTED] is to be commended for the thought and consideration devoted to the subject. Under the circumstances we consider that his suggestion too closely parallels Contact Division established practice to warrant granting an award.

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C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A Certificate of Appreciation. (Suggestion is constructive but cannot be adopted as it is and has been under active consideration by management for some time).

D. Decision of the Chairman

[REDACTED]

Acting Chairman
Suggestion Awards Committee

C. A.
Award

25X1A

SECRET

Summary and Recommendation for the Chairman

SUGGESTION NO. 62-127: dated 9 October 1961

[REDACTED]
Comptroller, DD/S

GS-11, ADP Programmer

STATINTL

A. Summary of Suggestion

Suggester proposed that the Routing and Record Sheet (Form 610) include, in addition to the return address space for Division, Room, and Building, a space indicated for telephone extension in the "FROM" block.

B. Summary of Evaluation

A few years ago an award of \$35 was paid to a suggester for proposing that an extra column for telephone numbers be printed on the Form 610.

The DD/P objected and subsequent reprints removed this space for listing telephone numbers.

This suggestion is for one telephone number space in the "FROM" block at the top of the form.

DD/P has no objection, other components agree.

Records Administration Staff has ordered one million copies with this change. It is an adopted suggestion now.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

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Award

STATINTL

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-181: dated 1 November 1961

[REDACTED], GS-6, Mail Supervisor
OL, DD/S

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A. Summary of Suggestion

Suggester proposed a revision of Form 239 (Postage Slip) to provide: (1) additional blocks to indicate the type of mailing service desired, (2) additional space for the address of the addressee, (3) space for the date and time of dispatch and the dispatching clerk's initials.

B. Summary of Evaluation

OL will adopt the revision when the existing stock of Form 239 is exhausted. OL also noted that the revised Form 239 would assist the originators of the postage slip as well as the processors of this mail.

There are no evident monetary benefits to the Agency, but the proposal would contribute to the efficiency of the mailing operations.

Records Admin Officer reports that the form will be revised at next reprint.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

EN A
Award

25X1A

~~CONFIDENTIAL~~

Summary and Recommendation for the Chairman

SUGGESTION NO. 62-271: 7 March 1962

[REDACTED], GS-11, Procurement Officer
OL, DD/S

STATINTL

62-162: 7 October 1960

[REDACTED], GS-12, Records Mgmt Analyst
Records Mgmt Staff, DD/S

STATINTL

A. Summary of Suggestion

[REDACTED] proposed that a fourth column be added to the Organizational section of the Agency Telephone Directory to provide proper internal mailing addresses, and [REDACTED] proposed that code symbols be written consistently in either ascending or descending order.

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B. Summary of Evaluation

Action was taken by the Office of Logistics to obtain approval by the DD/S for:

- a. A fourth column to be added to the Classified Directory section of the Agency Telephone Directory listing the internal mail address for each component listed.
- b. A consistent system of using office symbols reading from left to right in descending order (Directorates/Division/Branch/Section).

The DD/S approved these improvements on 28 February 1962.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. An Award of \$50 (SLIGHT/EXTENDED), \$30 to be awarded to [REDACTED]

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D. Decision of the Chairman

STATINTL

[REDACTED]
Acting Chairman
Suggestion Awards Committee

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